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## Message from the Clerk



Each year the annual report provides an opportunity for me to summarize for our judges, interested members of the bar, the public, the U.S. trustee's office and other court units what we have accomplished over the past year. It also provides an opportunity for us to reflect back and review our individual and joint accomplishments as well as the challenges and it serves as a permanent record for the future.

Bankruptcy filings continued to climb nationally and increased in our district by 2.8% over 2001. While keeping pace with an increased workload we faced several challenges which deserve recognition in this message. Our court hosted the annual conference for the National Conference of Bankruptcy

Clerks in July 2002, which was attended by more than 300 clerks, deputy clerks and guests from around the country. The talents, creativity, energy and dedication of our staff in putting the program together helped to make this event the most successful conference in the history of the NCBC. The local rules committee, with assistance from clerk's office staff, issued amended local rules, forms and guidelines which became effective on December 1<sup>st</sup>. Our administrative staff kept busy throughout the year dealing with implementation of enhanced security measures, space and facility issues, including design and construction of a courtroom and chamber for Judge Hyman, and reviewing and implementing internal control requirements mandated by the Guide to Judicial Policies and Procedures relating to financial operations and property and procurement.

The year passed quickly as has my tenure with the court--I celebrated my 30<sup>th</sup> anniversary on November 1<sup>st</sup>. To see the court evolve from using manual typewriters, whiteout, stenciled inked notices, sealing and stuffing machines to electronic production and mailing of notices and approaching the brink of electronic filing, has been a tremendous and exciting opportunity for me.

In 2003, we look forward to the challenges of implementing Case Management/Electronic Case Filing (CM/ECF), a new financial accounting system (FAS4T) and maybe new bankruptcy laws. We've come a long way and our priorities are constantly changing, but no matter what the challenge I know we are up to the job.

I am thankful for the privilege of serving this court through the years and for a staff who is compassionate, loyal and dedicated. I also wish to thank the judges for their continued support and confidence in my leadership.

***Karen Eddy***  
***Clerk of Court***

## 2002 HIGHLIGHTS

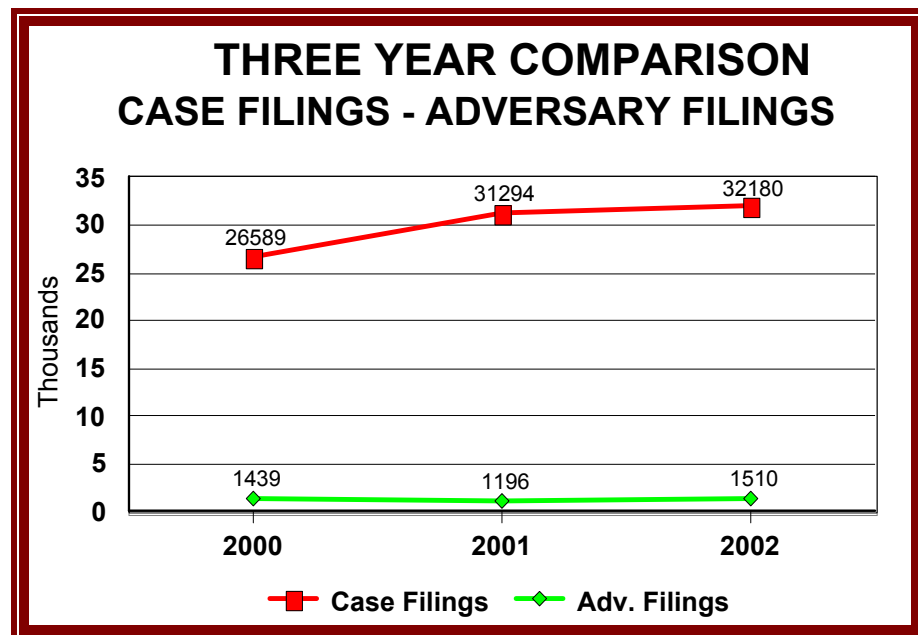
### I FILINGS

Nationwide, bankruptcy case filings continued to break historic records during calendar year 2002 rising to 1,577,651 up 5.7% from the 1,492,129 cases in 2001. Chapter 7 cases continue to account for the largest number of filings. Non-business filings accounted for the majority of all cases, 97.6%. While business filings decreased by 1,599 cases, non-business filings increased, totaling 1,539,111. Total Chapter 7 filings for calendar year 2002 were 1,109,923, a 5.2% increase over 2001. Chapter 13 filings increased by 7.2% from 425,292 to 455,877, and Chapter 12 filings rose 26.6%, from 383 to 485 in 2002. However, Chapter 11 filings fell 1.3% from 11,424 to 11,270.

District-wide, bankruptcy filings increased 2.8% over 2001. In 2002, 32,180 petitions were filed. Our pending caseload rose to 31,152, representing an 8.7% increase over 2001. Dade filings increased .8% with a total of 14,953 cases filed for the year (46.5% of total filings). Broward filings increased 3.7% with a total of 9,905 cases filed for the year (30.8% of total filings) and Palm Beach filings increased 5.9% with a total of 7,322 cases filed for the year (22.7% of total filings).

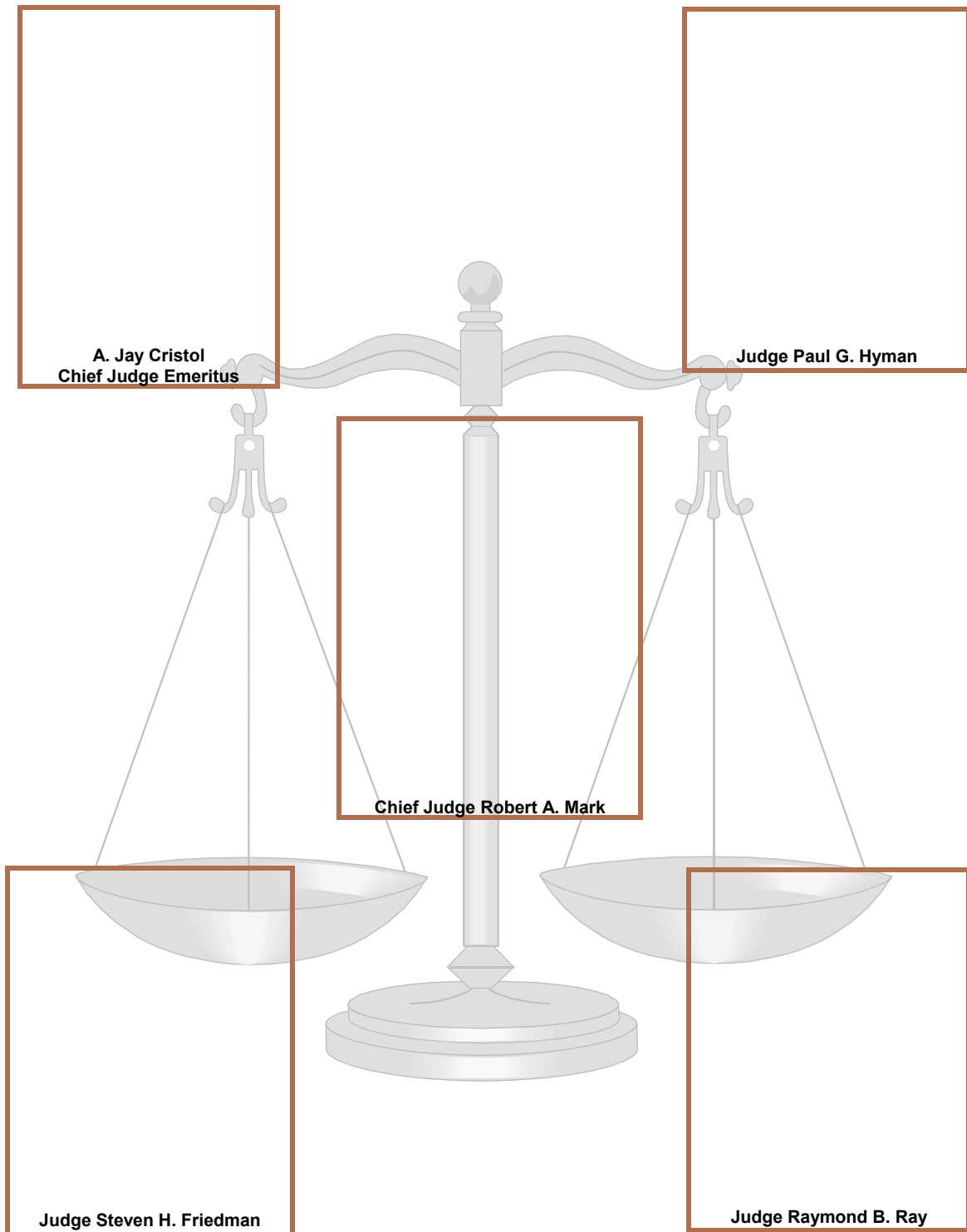
Chapter 11 filings experienced the largest decrease since 1998 of 25%, with a total of 272 cases filed during 2002. Chapter 7 filings rose by 3.1% and chapter 13 filings rose by 3.0%.

Adversary proceeding filings totaled 1,510, representing an increase of 26.3%.



There were 108 bankruptcy appeals filed and processed by the clerk's office, representing a 63.6% increase from 2001.

## II JUDGES



Our five bankruptcy judges spent 2,399 hours conducting court proceedings and trials.

**Visiting Judge Program:**

Recruitment of visiting judges to assist with the heavy caseload continued throughout 2002. Judges participating in this program cumulatively spent a total of 205 days conducting court proceedings.

**Status of Pending Judgeships:**

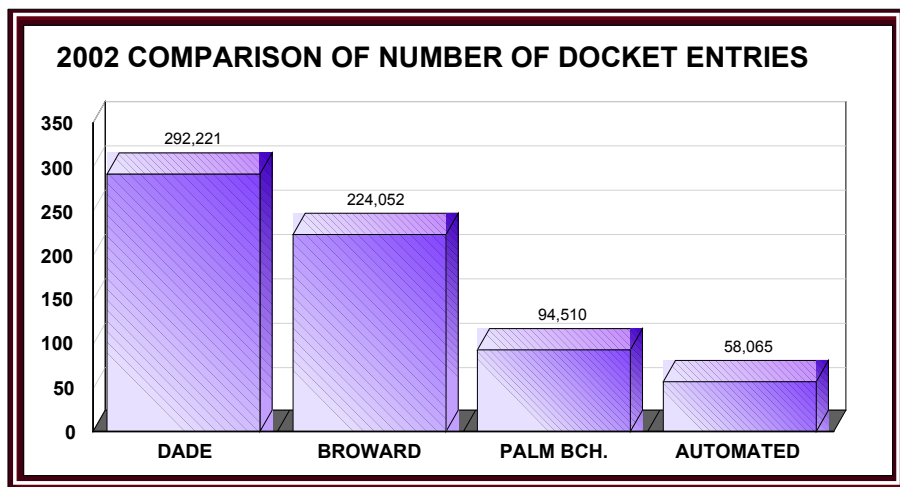
Although bankruptcy filings continued to increase and bankruptcy judges' caseloads increased by 59%, no new bankruptcy judgeships have been created since 1992. Legislation containing new bankruptcy judgeships was considered but did not pass. The Judicial Conference has recommended to leadership in the 108<sup>th</sup> Congress that 36 bankruptcy judgeships be created in 22 judicial districts.

### III COURT OPERATIONS HIGHLIGHTS

#### Case Administration:

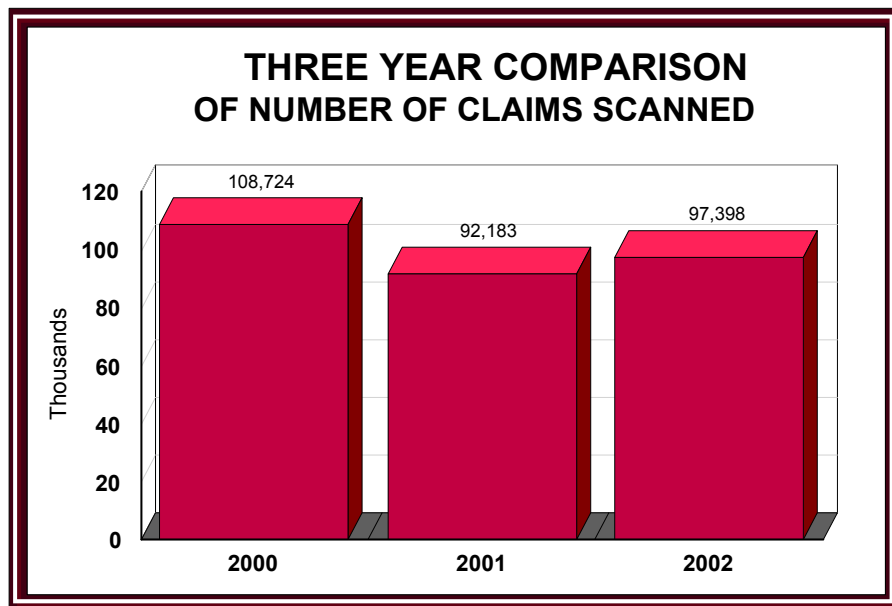
Despite the increased workload, our case administrators consistently maintained high levels of productivity. Docketing activity reports for the year reflected a total of 668,848 entries in BANCAP reflecting a 12.7%) increase over 2001. The workload was divided among the three offices as

follows: Dade entries totaled 292,221(43.6%), Broward entries totaled 224,052 (33.5%), and Palm Beach entries totaled 94,510 (14.1%) Electronic docket entries for the year totaled 58,065 and accounted for 8.7% of total entries made during the year. Case closings for the year totaled 30,171 representing an 8.8% increase over 2001.



#### Claims:

All proofs of claim are processed and imaged in the division in which the assigned judge is chambered. In 2002, a total of 97,398 claims, representing a 5.7% increase and consisting of 347,116 pages were imaged.



### **Bankruptcy Noticing Center (BNC):**

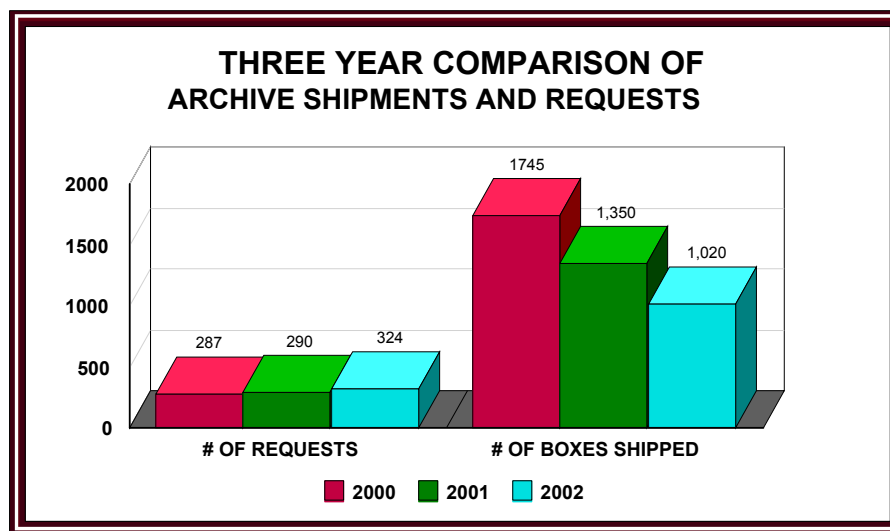
The Bankruptcy Noticing Center (BNC) processed and mailed 1,995,136 paper notices and 181,654 electronic notices for the court.

Currently, we have 40 Electronic Data Interchange (EDI) Trading Partners and 29 Electronic Bankruptcy Noticing (EBN) recipients. EDI and EBN allows bankruptcy notices to be transmitted to attorneys, creditors, and trustees in an electronic format (i.e., raw data, PDF via Internet or fax transmission). Creditors receive notices days faster and reduce their processing expenses by replacing manual processes with automated procedures.

### **Records:**

During 2002 records staff prepared and shipped 1020 boxes of closed cases to the Federal Records Center and processed 324 requests for archived files throughout the district.

Because of the increased filings, additional shelving was installed in the Miami records room.



### **Revised Local Rules & New Administrative Orders:**

In conjunction with amended local rules, clerk's instructions, court guidelines and new and revised local forms that became effective on December 1, 2002, the following administrative orders were entered:

- Administrative Order 02-1 "Adoption of Amended Local Rules and Clarification of Status of Administrative Orders"
- Administrative Order 02-2 "Status of Administrative Order 99-2 Modification of Chapter 13 Confirmation Procedures"
- Administrative Order 02-3 "Registry Fund Fees"



### **Filing Fee Increase:**

The Judicial Conference approved changes (effective January 1, 2002) to the Miscellaneous Fee Schedule to provide that fees for appeals or cross-appeals by bankruptcy trustees (and debtors in possession in Ch. 11 cases) be payable only from the estate and to the extent that any estate is realized. This modification was intended to encourage trustees to pursue estate assets. Change only applies to the \$100 fee required by the fee schedule and not to the \$5 notice of appeal fee authorized under 28 U.S.C. §1930(c).

In addition, the Judicial Conference approved changes (effective April 1, 2002) to the Electronic Public Access Fee Schedule providing a maximum cap for any single document, of \$2.10 (approx. 30 pages) on the .07 cents per page charge for Internet access to data obtained electronically from public records of individual cases in the courts.

### **Chapter 12 Legislation:**

On May 7, 2002, the President signed into law H.R. 4167 (P.L. 107-170, 116 Stat. 133), extending Chapter 12 of the Bankruptcy Code for eight months, retroactive from 10/1/01 and ending on 6/1/02. On 5/13/02, the President signed the Farm Security and Rural Investment Act of 2002 (P.L. 107-171, 116 Stat.134), which further extended Chapter 12 and additional seven months, from 6/1/02 through 1/1/03. On December 19, 2002, the President signed into law H.R. 5472 (P.L. 107-377, 116 Stat.3115), extending Chapter 12 for six months, beginning January 1, 2003.

## **IV AUTOMATED SYSTEMS**

During 2002, the IT Services Department (formerly known as “Systems Department”) continued its efforts to make our court’s computer-based systems better than ever. In 2002 the department deployed a variety of new technology products and services: more than one hundred new or upgraded PC’s equipped with the Windows 2000 operating system; an entirely new e-mail system known as Lotus Notes; a new, high-speed, fiber optic technology-based network; various upgrades to our BANCAP server to improve its reliability and performance; and it revised most of the forms used to notice case participants, to comply with changes caused by the adoption of new Local Rules on December 1, 2002.

### **A. SYSTEM ENHANCEMENTS**

In January, José Rodriguez and his support team installed updates to the Creditor/Editor system, allowing this software to run on the new, Windows 2000 PC’s deployed throughout the court’s offices. This update was critical to the continued operation of this important program, which facilitates the conversion of creditor matrix data from diskette or paper into a format that can be used by BANCAP to send notices to creditors.

Beginning in early January, implementation began district-wide of the federal judiciary’s new, Lotus Notes e-mail program, which replaced the earlier, cc:Mail program. Most of the IT Services staff was involved in this project, learning the technical aspects of Lotus Notes, coordinating the migration tasks at each office with the other court units and with the AO project team, installing the software, and facilitating training and support for the court’s employees. The three offices completed their migration to Lotus Notes between January 8 and February 6. Lara Loucks later followed up with training court staff in the use of the iNotes web-based version of Lotus Notes, and in the use of Lotus Notes’ calendaring features.

On February 8, José Rodriguez activated the latest release of the ELMO leave management software, Version 4. This was a major upgrade to the ELMO system, containing many enhancements: it can now work on Informix or Microsoft SQL databases; it allows custom types of leave, it’s faster and the close period and unclosed period work better; the Assume and Delegation features are easier to work with and are more powerful; the Human Resources staff also has a new audit report that they can print for one employee or many employees.

Beginning in February, José Rodriguez began the installation of Cisco network equipment in all three divisions, in preparation for the installation and activation of a new district-wide network, based on fiberoptic cable technology supplied by vendor BellSouth. In May, Eugenio Lara worked closely with his counterparts from local court units to test the new network, providing valuable statistical information that helped this team to refine and improve the new system’s performance. By mid-June, the fiberoptic network had reached

operational status in all three court offices. This network, referred to as a “MAN” (Metropolitan Area Network), has replaced frame relay as the technology used to link all three Bankruptcy Court offices, and with additional judiciary information systems like Lotus Notes and the J-Net. Interoffice data communications are now faster and more reliable, using a state-of-the-art network that, at the time of its implementation, was one of the first of its kind in the federal judiciary.

In early April, Eugenio Lara installed the first Windows 2000 PC equipped with a revised version of eClaim, the court’s claims scanning and management software. Frank Lu had modified eClaim to make it compatible with Windows 2000, and by the end of the year, the remaining claims scanning stations in the court had been revised to use this version.

At the end of May, the Systems Department completed its restructuring into what is now known as the Information Technology Services Department. Assistant IT Directors Eugenio Lara and José Rodriguez each lead teams of IT Services personnel, one focused on programming and national systems support, the other on network infrastructure and PC hardware/software support, respectively. Computer Software Training Specialist Lara Loucks works with both teams to provide training to court staff in using the products delivered by IT Services.

At the end of July, IT Services activated a mechanism by which court notices generated using the BANCAP software could be transferred to the Bankruptcy Noticing Center (BNC) for processing and mailing, using the court’s Internet connection to the BNC computers. This mechanism sped up the nightly notice transfer process considerably (a process that used to take two hours or more to complete could now be done in twenty minutes), and made it more reliable than the old, modem-based process.

As BANCAP/PACER entered its fifth year running on the Compaq 5000/Solaris platform, it began to show the effects of the accumulated bankruptcy case information it was storing. In an effort to extract the maximum amount of performance from the Compaq/Solaris servers, and to extend their life span until they can be replaced by the new CM/ECF docketing system, IT Services embarked on several upgrade projects. In early October, Eugenio Lara installed newly-procured hard disks for all three Compaq systems; this more than doubled the disk capacity of these systems, to allow for future growth of BANCAP/PACER until it is ultimately retired. In late November, IT Services upgraded the memory of the live BANCAP server; it is now configured with the maximum number of hardware enhancements that can offer practical performance benefits to court staff who frequently uses BANCAP.

By November, numerous court staff was working on editing and deploying the newest Local Rules and Forms, which were to become effective on December 1. Mireille Delisfort worked in close cooperation with court managers to revise all of the BANCAP-based notice forms, known as GENFORMS, to comply with the requirements of the new Local Rules. Mireille changed the GENFORMS template designs (which generate commonly used forms such as the §341 Meeting of Creditors), and rigorously tested them, then verified with those

responsible for quality control to make sure that every detail was correct, before putting the revised designs into production. By December 1, the revised GENFORMS were ready for activation in the BANCAP system.

Throughout the year, IT Services was involved in designing and deploying enhancements to the court's official, public web site ([www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)). Among the highlights of these updates were the following: IT Services deployed an entirely new web page dedicated to promoting the Summer 2002 NCBC Conference. Several IT Services staff, including Lara Loucks, Eugenio Lara, and Pat Gallagher from the Administrative Section, was involved in the design of the page and in providing content, including interactive conference registration forms and photos of the hotel venue; later in the year, IT Services activated the Court Opinions page, which allows viewing of selected opinions made by our judges.

## **B. PC OFFICE AUTOMATION**

Early in the year, nearly all existing Bankruptcy Court PC's were upgraded, and new PC's were installed, equipped with the Windows 2000 operating system, and with WordPerfect Version 10, totaling more than one hundred computers. This implementation coincided with the activation of the new, Lotus Notes e-mail program.

In February and March, José Rodriguez worked to perfect an enhanced Symantec AntiVirus software update mechanism for all court PC's. Because new virus programs appear on the Internet quite frequently, anti-virus software must be updated just as frequently, or the protective qualities of the program become degraded. Until this time, José had to remind employees via e-mail messages to manually update their anti-virus software, whenever the software vendor released any such updates. By mid-March, José had perfected a system by which any updates to the anti-virus software would propagate to court office PC's, each time employees turn on their PC's.

In late March, José's team installed newer PC's as replacements for the older, 486 processor computers that had run the FINSYS cash register software. This upgrade helped to reduce the risk of a hardware failure bringing down one of these systems, which are vital to the daily financial operations conducted at the Intake counters.

Beginning early in the year, Lara Loucks provided considerable support to the 2002 NCBC Conference team, helping with the layout and production of program handouts and other conference materials. In mid-July, José Rodriguez and his team of Carl Roper and Frank Cozza worked before and throughout the 2002 NCBC Conference, making sure that presenters' computers and audio-visual aids were available and in good working order, therefore helping to make the conference a successful, trouble-free experience for presenters and attendees alike.

As in prior years, September found Carl Roper busy procuring new automation equipment for the court, using the remaining available fiscal year funds. Among the items procured

were the following: fifteen new PC's, eight new scanners (primarily for claims scanning), three laptop computers, ten flat panel displays, and four laser printers.

Throughout the year, José and his team had worked on various automation inventory tasks. This included the processing and transfer, using updated inventory management procedures, of numerous old PC's and video monitors to the District Court, and the disposal of other, broken and/or obsolete automation equipment. José also participated in the process of revising the court's accountable property procedures, the latest version of which went into effect September 10. His staff then assisted with the physical walk through and sighting of all automation equipment assigned to each employee's accountable charge-out receipt.

### **C. TRAINING PROVIDED TO SYSTEMS STAFF**

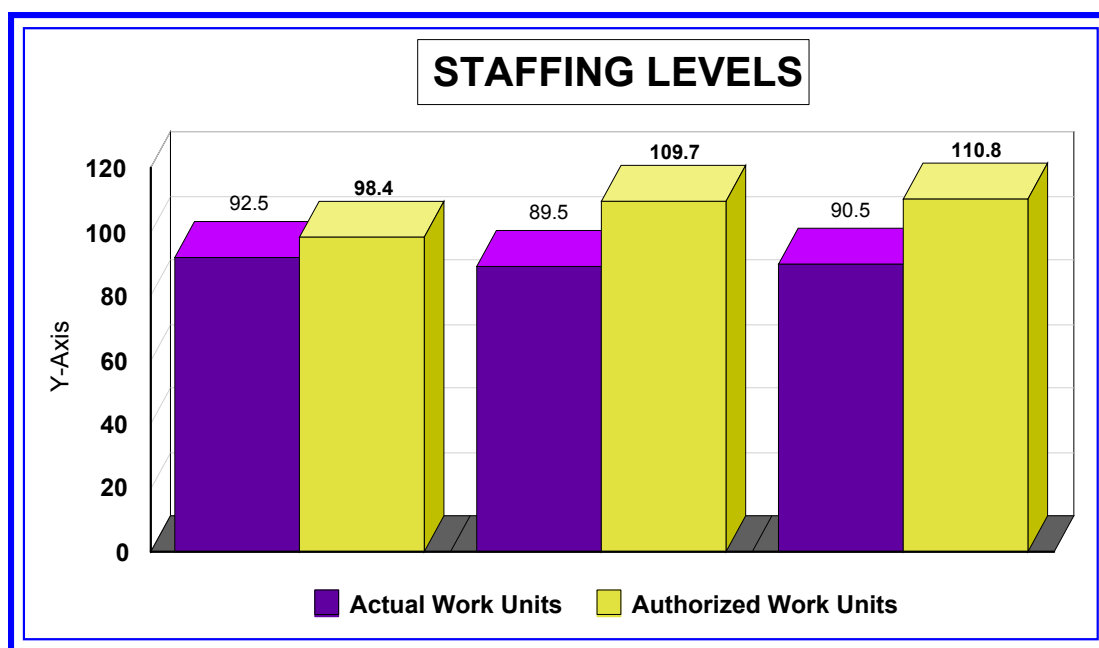
- In early March, Eugenio Lara and José Rodriguez attended a Lotus Notes Help Desk course in Atlanta, GA.
- In late April, Lara Loucks attended a local seminar designed to teach creative new training techniques to professional trainers.
- Eugenio Lara, Carl Roper, and Frank Cozza attended the 11th annual Circuit Automation User Conference ("Geeknik") in Jacksonville in late May.
- Eugenio Lara, Frank Cozza, and Carl Roper attended a multi-day course in mid-June on administering Cisco networking equipment, sponsored by the local U.S. Probation Office.
- In July, Erwin Ruiz and Mireille Delisfort attended the workshops held during the NCBC Annual Conference at the Fontainebleau Hilton Resort in Miami Beach.
- Frank Cozza and Carl Roper attended a week-long Windows 2000 technical support training class in late July.
- In early September, José Rodriguez attended a week-long Windows 2000 server migration and security training seminar in San Diego, CA.
- Lara Loucks, José Rodriguez, and Carl Roper attended a Microsoft Front Page web development software training course in late September.
- In late September, Mireille Delisfort attended a week-long Web Development Fundamentals course in Atlanta, GA.
- In mid-December, Lara Loucks attended a three-day seminar sponsored by the FJC in Albuquerque, NM, which was geared toward experienced court training specialists.

## V COURT ADMINISTRATIVE HIGHLIGHTS

### A. PERSONNEL

#### Staffing Levels:

The staffing allocation for 2002 was 110.8, an increase of 1.1 work units. At the end of 2002, the clerk's office was staffed with one part-time and 90 full-time employees.



#### Recruitment:

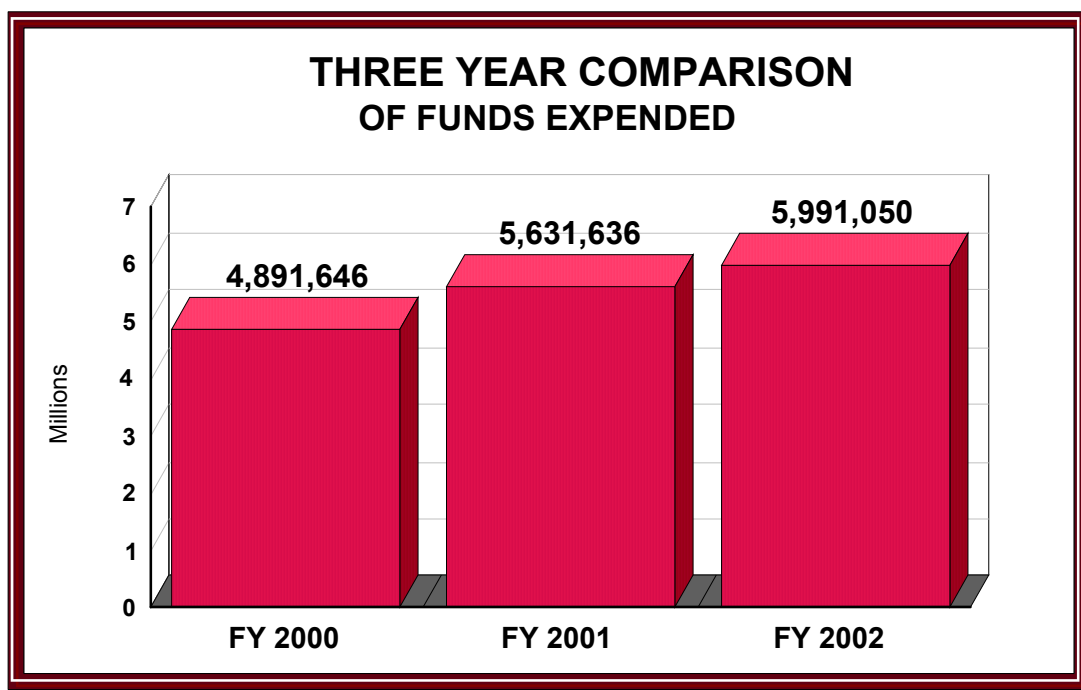
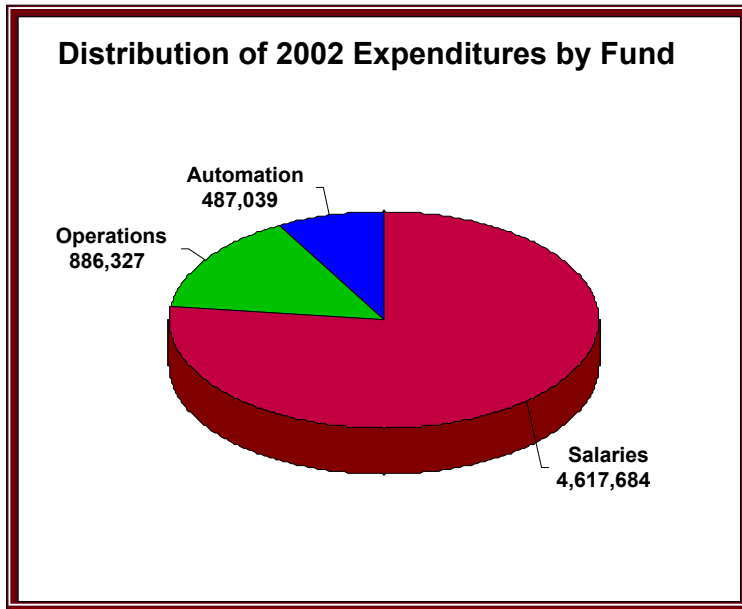
In an effort to maintain our headcount below the authorized work units, minimum recruitment took place in 2002.

In January, two new operations clerks joined our court family in Miami: Linda Pittman and Yamileth Valencia.

In December, Alexis Salazar transferred from district court as our PC Systems Administrator.

## B. DECENTRALIZED BUDGET

The clerk's office continued to maintain a staffing level below the AO's authorized level and was able to use personnel savings as the major source of funding for various local projects. During FY2002, we were able to reprogram savings to fund the following items: the purchase of a new telephone system in Fort Lauderdale, fund renovation projects for the claims and IT Services sections in Miami, replace equipment, upgrade computer equipment and software and assist the other court units in our district to replace their telephone system in West Palm Beach.

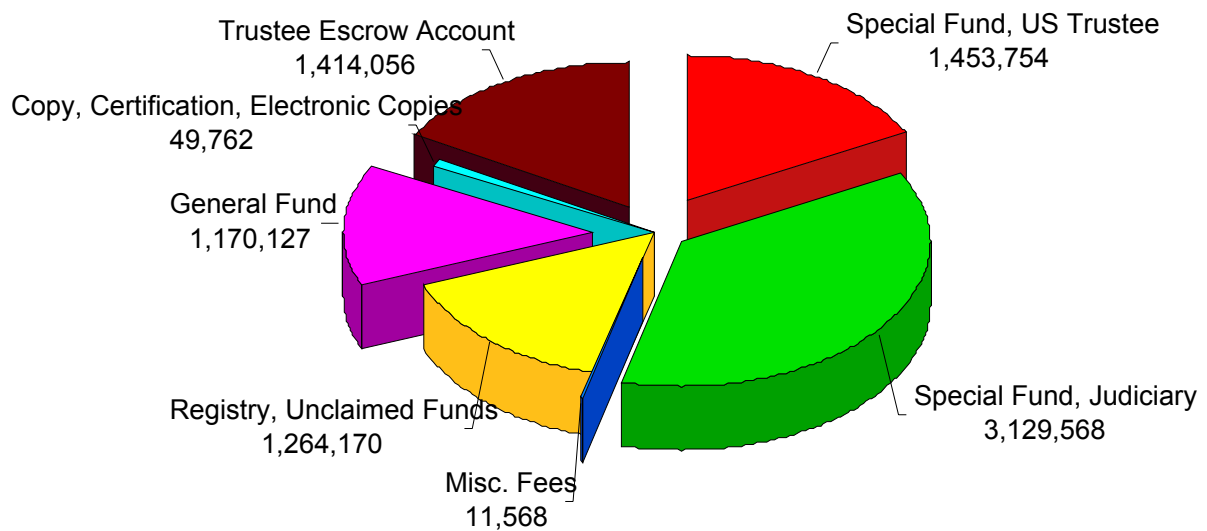


## C. FINANCIAL

### **Financial Transactions:**

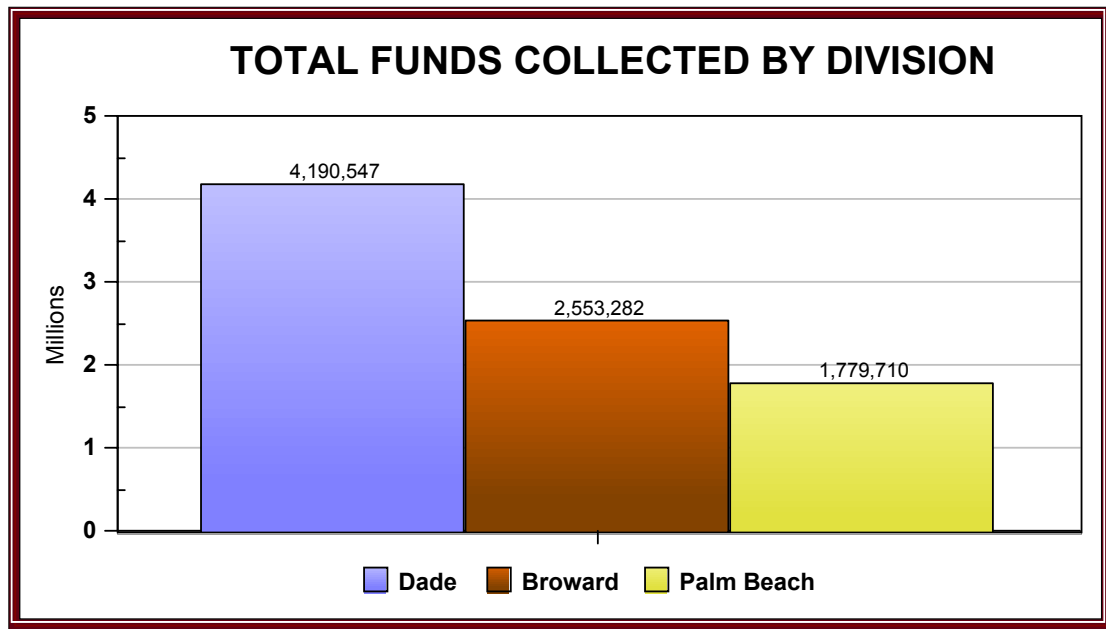
All courts maintain accounting systems that provide for the proper classification of, and accounting for, all financial transactions that flow through the court. All financial transactions are classified by fund accounts to which they relate. These fund accounts of the United States Treasury are classified within fund groups by certain programs and activities. These are used to account for the receipts and expenditures of the Judiciary. The total amount of funds collected in the district was \$8,493,005.18

### **SUMMARY OF 2002 FINANCIAL TRANSACTIONS**



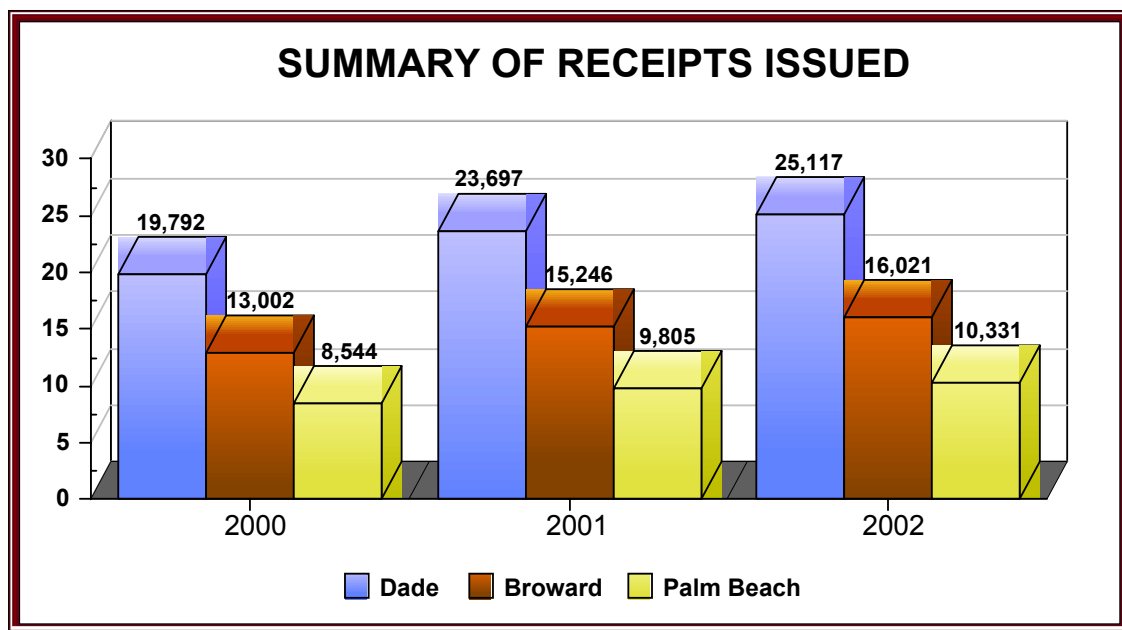


Below is a summary by division of the total funds collected in 2002.



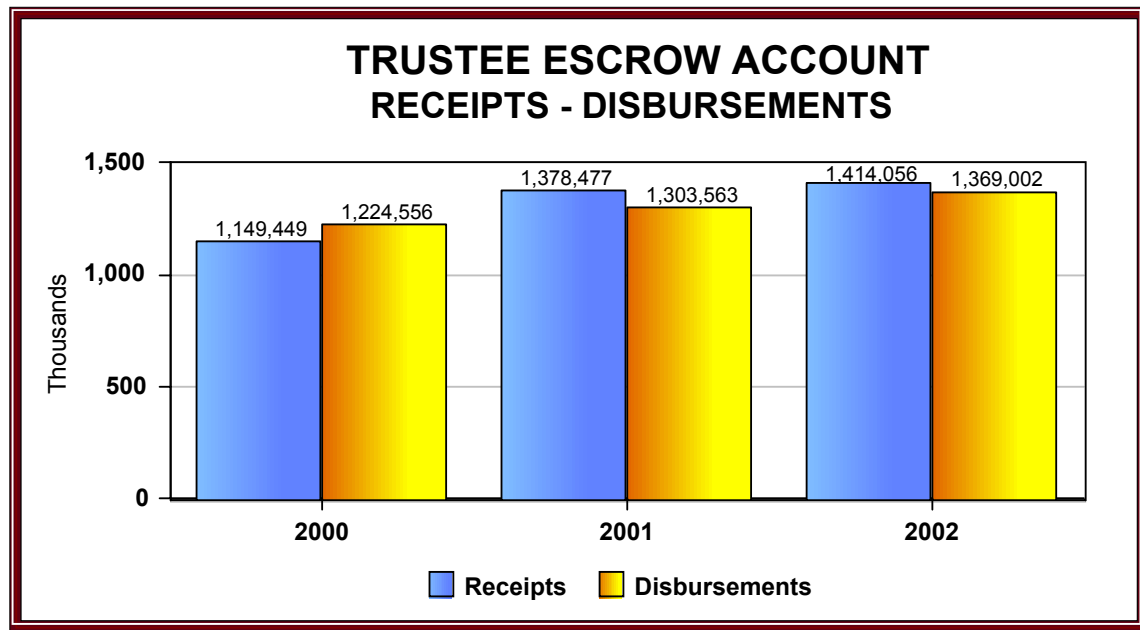
**Receipts:**

Below is a summary by division of the number of receipts issued in 2002.



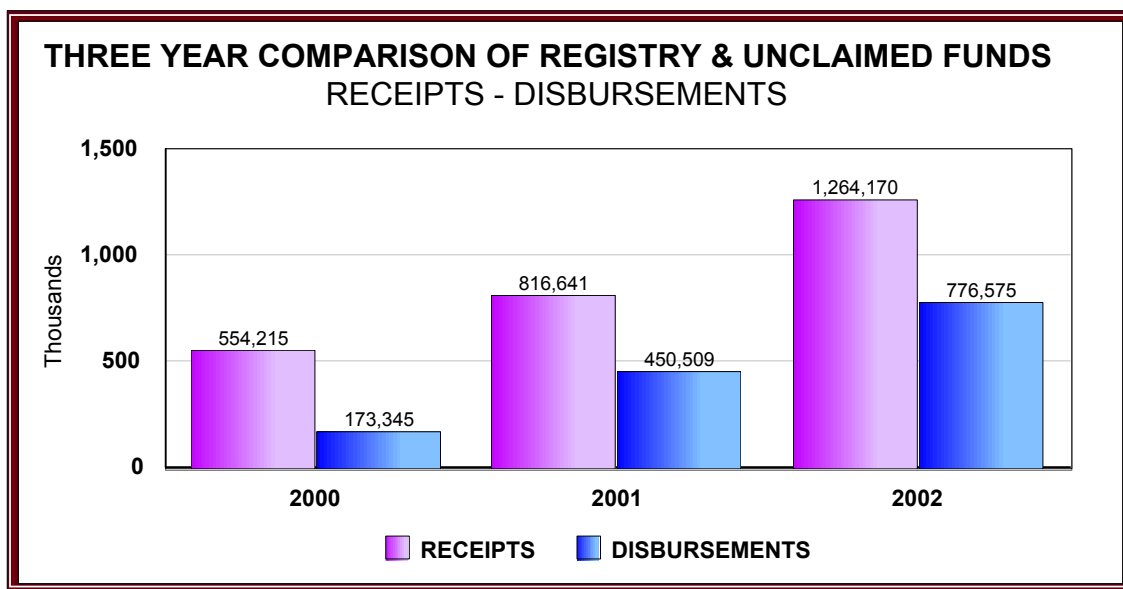
### Trustee Voucher Payments:

In 2002, trustee escrow fund disbursements of chapter 7 panel trustee fees exceeded \$1.35 million.



### Registry and Unclaimed Funds:

In 2002, registry and unclaimed funds deposits totaling \$1,264,170 reflected an increase of 54.8% over the previous year's deposits. The financial section was able to distribute 61.4% of the funds collected.



## **VI SPACE AND FACILITIES**

### **A. MIAMI**

During 2002, the claims-imaging section was reconfigured to accommodate eight work stations. The reconfiguration will allow for future growth in the section. Design for the additional IT Services space was completed. The design included three private offices for managers, larger work spaces for line staff, and storage space. The build-out of the new space began in November 2002 and is expected to be completed in early 2003. Plans for a new office for the records supervisor is being developed.

A major initiative to replace the sound systems in all three courtrooms was completed in February 2002. The new sound systems have been upgraded to meet ADA requirements. The Miami office also received a much needed replacement for their 10-year-old telephone systems that was beginning to fail.

The court's 10-year-old Executone telephone system was replaced with a Definity switch in June 2002. The new system allowed the court to take advantage of new technology and reduce recurring costs. The major change caused by the new telephone system was the issuance of new telephone numbers for the entire Miami Division.

### **B. FORT LAUDERDALE**

Construction of a new chambers and courtroom for Judge Hyman which was due to begin in late 2002 was postponed once again. The District Court expressed an interest in obtaining the space set aside for Judge Hyman for use by a newly appointed magistrate. The District Court will be submitting a request to the 11th Circuit Space Committee to reassign this space. Once we receive approval, alternative available space will be designated for Judge Hyman's chambers and courtroom.

A Definity telephone system was installed in Fort Lauderdale to replace the existing NEC telephone system that was in need of upgrading. A satellite feed was installed in the clerk's office training room to allow court staff to view training programs on the FTJN.

### **C. WEST PALM BEACH**

In 2002, designs were finalized for the upgrade of the sound system in Judge Friedman's courtroom. We expect the installation to be completed early in 2003.

## **D. CYCLICAL MAINTENANCE**

Cyclical maintenance projects for the district included:

- Replacement of carpet in Chief Judge Mark's chambers.
- Replacement of carpet in Judge Ray's chambers and courtroom.
- Replacement of mini-blinds in the West Palm Beach Clerk's office.
- Painting of the West Palm Beach Clerk's office.
- Replacement of carpet in the Miami Intake area.

## **VII TRAINING**

### **A. NON-AUTOMATION**

#### **Twelfth Annual Bankruptcy Skills Workshop:**

On July 6 & 7, 2002, the University of Miami School of Law Center for Continuing Legal Education and the Bankruptcy Bar Association presented their Twelfth Annual Bankruptcy Skills Workshop. The clerk's office portion of the program on July 6 included a "Frequently Asked Questions" panel discussion with the courtroom deputies. Doug Snyder, a frequent attorney practitioner in our court, played the role of a new bankruptcy practitioner who facilitated the discussion by asking questions about how to file motions, how to obtain hearing dates, how to obtain continuances, how to notify the court of hearing cancellations, how to submit agreed orders and how to request a hearing by phone. A virtual tour of the court's web site and other automated systems was presented by our IT services director, Erwin Ruiz, followed by a CM/ECF demonstration.

#### **NCBC Annual Conference:**

The National Conference of Bankruptcy Clerks (NCBC) is an independent organization founded to serve the professional needs of bankruptcy court clerks and deputy clerks system-wide. Each year this organization sponsors a conference to provide its members with training and educational programs and the opportunity to network with each other to discuss issues of concern, court procedures and to share information. Our court was the proud host of this year's Conference. The three-day program was held in Miami Beach at the beautiful Fontainebleau Hotel and boasted a "Bankruptcy on the Beach" theme. Over 350 attendees traveled to Miami Beach from all over the country and some came from as far as Guam.

The Steering Committee comprised of Karen Eddy, Kathy Gould-Feldman, Ellen Haas, Lara Loucks and Chris LaCoursiere, did an outstanding job planning and coordinating the events for the conference, which included an informative vendor fair and social agenda. Social events included a round of golf at the Doral Hotel, "ultimate frisbee event," President's Reception, a Latin Rhythms Hospitality Night and a beautiful Sunset Cruise down the Intracoastal Waterway. Debbie Lewis and Kathy Gould-Feldman developed the educational program using FJC and AO faculty members as well as private trainers. The "key note" speaker, H. Lee Meadows, emphasized the need for a renewed focus on public service with his presentation "The Service in Public Service." Other programs that received high marks from attendees included "Developing CM/ECF Training Materials," "Is It Legal Advice," "Overcoming Burnout," "Collaborating and Communicating with Diverse Audiences," "Security Awareness," "The Ethics Challenge," and "How Legal Immunity Protects Your Wallet, Personal Liability and Other Issues." The Conference also included five different financial planning workshops presented by James DeLaTorre of Arthur J. Gallagher & Company, who administer the Federal Employee Group Long Term Disability Plan for Employees of the Judiciary.

### **Intra-District Training Initiatives:**

Training reports for 2002 reflected a total of 1,461 training hours. In addition to internal on-the-job training, the Federal Judicial Center offered various non-automation training programs for managers and supervisors via the FJTN. Our court participated in the following programs: “The Adaptive Manager,” “Managing Performance Problems,” “Developing Leadership Skills,” “Leading in Times of Crisis,” and “Managing Staff Conflict.” Our divisional office managers attended a two-day FJC program “Workshop for Deputies-In-Charge and Divisional Managers” in Los Angeles, California, and our computer software training specialist attended a three-day FJC “Seminar for Experienced Trainers” in Albuquerque, NM.

The Employee Assistance Program (EAP) offered several training programs for all staff, which included “Balancing Work and Family,” “Communication Skills,” “Effective Parenting,” and a “Time Management Workshop.”

As the host court for the 2002 NCBC Conference, our court received a “free” financial planning seminar compliments of Arthur J. Gallagher & Company. We worked with Gallagher’s financial planning and federal benefits expert, Jim DeLaTorre, to customize a four-hour financial planning workshop. Staff was given the opportunity to attend one of the four workshops offered over a two-day period. This program received high marks from all attendees.

### **B. AUTOMATION**

During the year 2002, Computer Software Training Specialist Lara Loucks continued the successful training program known as SWAT. SWAT (SoftWare Applications Training) is the program through which the USBC-SDFL deputy clerks learn to use automation tools and receive software-related training. SWAT’s mission is to provide effective training in a motivating environment by which clerks acquire confident, applicable technical skills. Seven different specialty courses were delivered for a sum of 143 man-hours of training. Course topics focused on the migration from cc:Mail to Lotus Notes with courses like Moving to Notes Mail and Using iNotes. Lara also trained several staff in the use of Lotus Notes as a calendaring tool, in place of the older, Lotus Organizer software.



## **VIII COMMUNITY INVOLVEMENT**

Throughout the year, court staff participated in various charitable programs. The bankruptcy court is proud to employ such generous and caring people. The generosity of staff is used to invest in solutions that not only change lives, but change our communities by helping children achieve success, making families strong, promoting economic independence, staying healthy and well, caring for our elderly, and responding to emergencies.

### **A. COMBINED FEDERAL CAMPAIGN**

In 2002, contributions totaled \$7,007 more than doubling the previous year's contributions which had dropped mainly due to 9/11.

### **B. CASUAL FOR A CAUSE**

Each year the West Palm Beach office staff sponsors children within Palm Beach County. Besides the contribution to CFC, staff in West Palm Beach donated \$76 to The Children's Place Inc. for Safe Harbor, a refuge for struggling families in Palm Beach County.

### **C. HOLIDAY GIFT PROGRAMS**

Again this year, we joined hands with Voices for Children and participated in the Children's Holiday Gift Program. It is so heartwarming to know that we made the holidays a much happier season for 32 children.

A gift program was coordinated in the West Palm Beach Clerk's Office for Restoration Bridge International. The clerk's office sponsored three children of an underprivileged family by providing wrapped gifts.



## **IX    LOCAL RULES**

The court adopted amended local rules effective December 1, 2002, for all pending and future cases. The court adopted the amended local rules after considering recommendations from an advisory committee appointed by the court that consisted of local attorneys, trustees and court and clerk's office representatives. In addition, the court considered comments from the public at the hearing held to consider adoption of the proposed amended rules. The local rules process included review of the twenty-two existing administrative orders, most of which were incorporated into or rendered moot by the new amended rules. In conjunction with the issuance of the local rules, all local forms, clerk's instructions, public notices and court guidelines were reviewed and updated and some new forms and instructions were adopted. All clerk and court internal forms and automated case notices were also reviewed and updated. The local rules and all related public documents are posted on the court's web site and the local rules have been published in booklet format for purchase by the public.



# APPENDICES

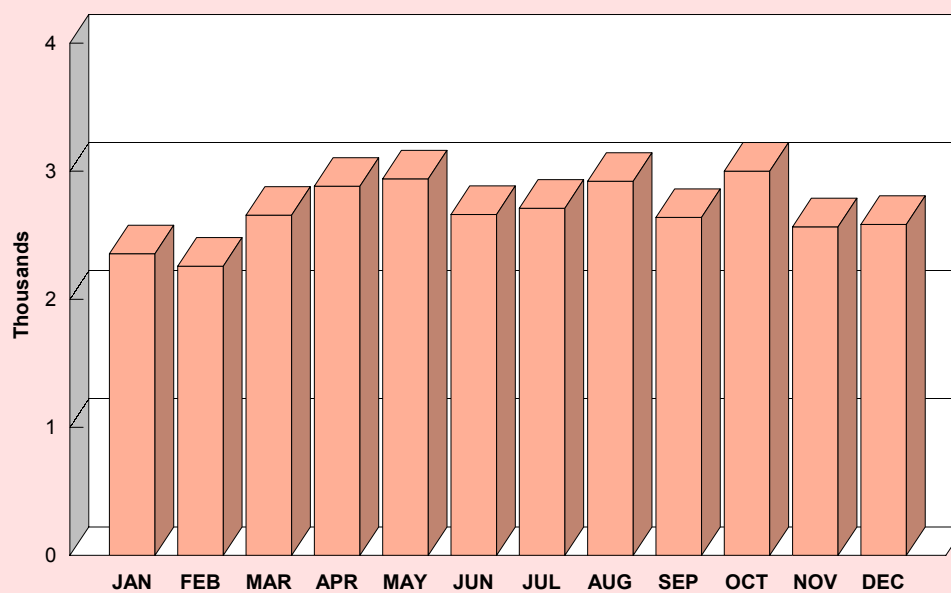
# **STATISTICAL SUMMARIES & GRAPHS**

# 2002 MONTHLY COMPARISON OF BANKRUPTCY CASE FILINGS

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MONTH	FILINGS
JAN	2,356
FEB	2,259
MAR	2,657
APR	2,883
MAY	2,940
JUN	2,662
JUL	2,711
AUG	2,922
SEP	2,639
OCT	3,000
NOV	2,566
DEC	2,585
TOTAL	32,180

**2002 MONTHLY COMPARISON  
OF BANKRUPTCY CASE FILINGS**



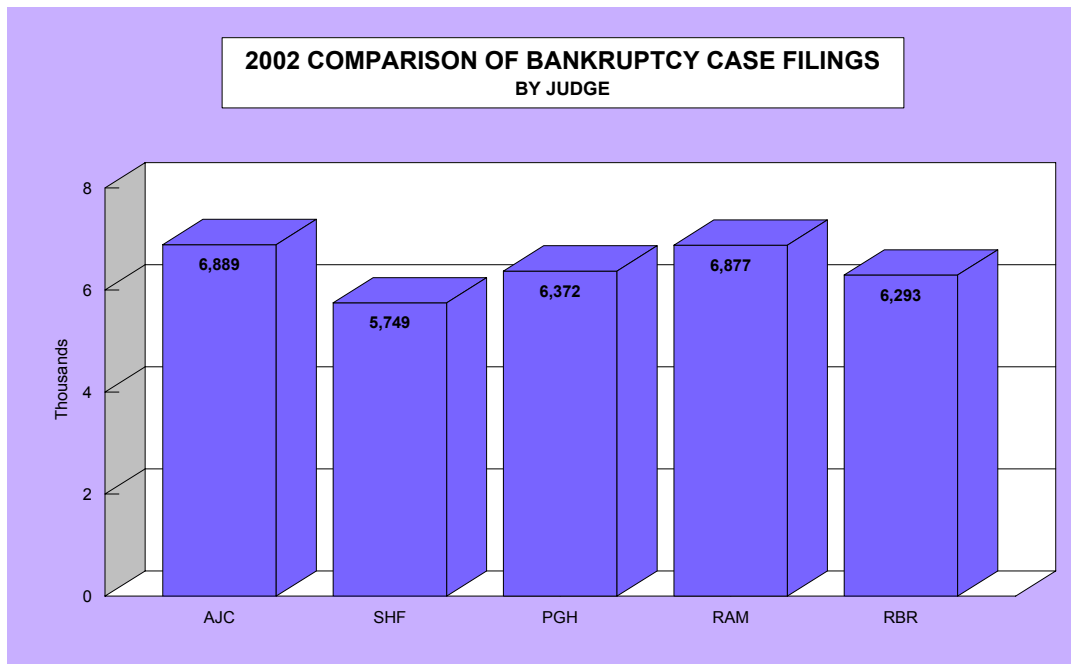
## 2002 COMPARISON OF BANKRUPTCY CASE FILINGS BY JUDGE

	AJC	SHF	PGH	RAM	RBR	TOTAL
JAN	498	427	464	506	461	2,356
FEB	457	433	470	435	464	2,259
MAR	554	473	539	553	538	2,657
APR	604	519	585	602	573	2,883
MAY	659	501	567	660	553	2,940
JUN	591	487	500	594	490	2,662
JUL	579	485	529	590	528	2,711
AUG	622	531	573	616	580	2,922
SEP	598	430	519	599	493	2,639
OCT	650	535	589	653	573	3,000
NOV	529	465	522	525	525	2,566
DEC	548	463	515	544	515	2,585
TOTALS	6,889	5,749	6,372	6,877	6,293	32,180

% of Total	21.4	17.9	19.8	21.4	19.6
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## 2002 COMPARISON OF BANKRUPTCY CASE FILINGS BY JUDGE / CHAPTER

	CH 7	CH 11	CH 12	CH 13	SEC 304	TOTAL
AJC	4,756	52	0	2,081	0	6,889
SHF	4,437	32	1	1,276	3	5,749
PGH	4,430	91	0	1,851	0	6,372
RAM	4,735	58	0	2,082	2	6,877
RBR	4,419	39	0	1,835	0	6,293
TOTALS	22,777	272	1	9,125	5	32,180

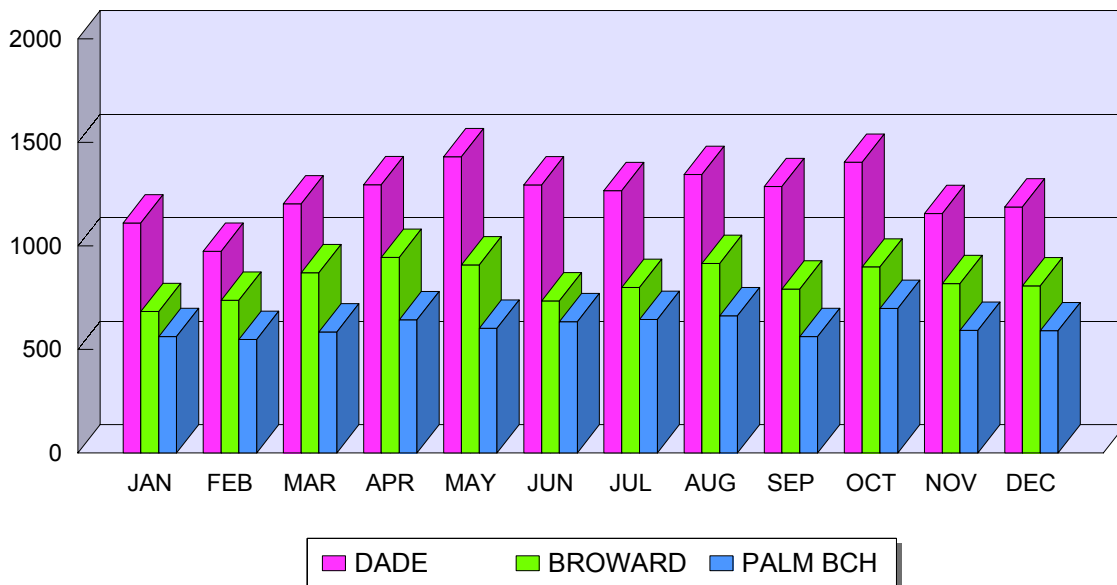


**2002 MONTHLY COMPARISON  
OF BANKRUPTCY CASE FILINGS  
BY DIVISION**

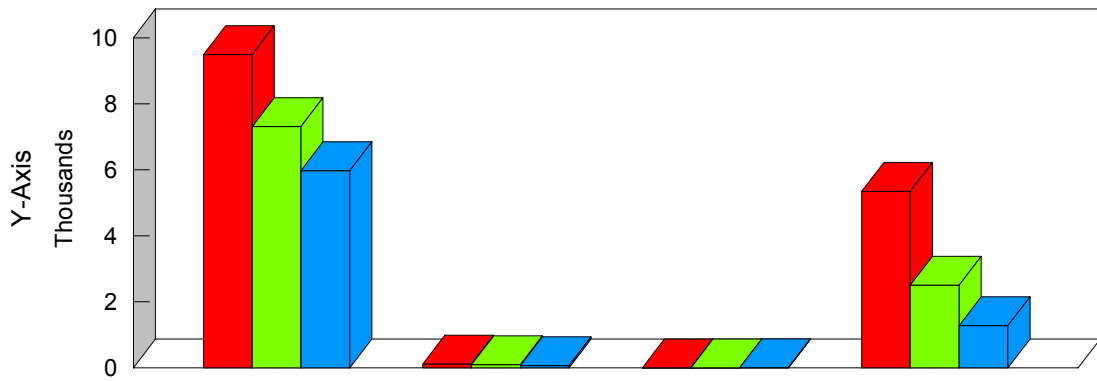
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MONTH	DADE	BROWARD	PALM BCH	TOTAL
JAN	1111	683	562	2356
FEB	974	737	548	2259
MAR	1203	870	584	2657
APR	1295	945	643	2883
MAY	1430	908	602	2940
JUN	1294	734	634	2662
JUL	1267	799	645	2711
AUG	1345	915	662	2922
SEP	1286	791	562	2639
OCT	1404	898	698	3000
NOV	1156	818	592	2566
DEC	1188	807	590	2585
<b>TOTALS</b>	<b>14953</b>	<b>9905</b>	<b>7322</b>	<b>32180</b>
<b>% OF TOTAL</b>	<b>46.5</b>	<b>30.8</b>	<b>22.7</b>	

**2002 MONTHLY COMPARISON BY DIVISION  
OF BANKRUPTCY CASE FILINGS**



# 2002 COMPARISON OF BANKRUPTCY FILINGS BY DIVISION / CHAPTER



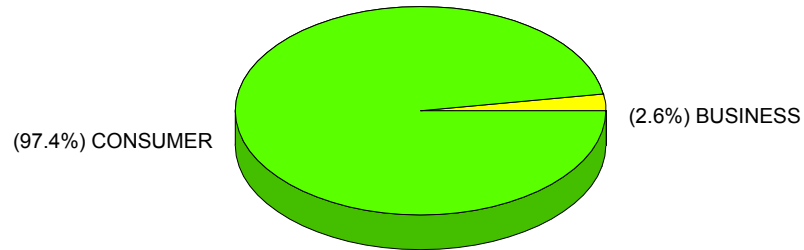
X-Axis	7	11	12	13
Dade	9494	111	0	5346
Broward	7308	95	0	2502
Palm Beach	5975	66	1	1277

**2002 COMPARISON OF BANKRUPTCY CASE FILINGS  
BY DIVISION / BUSINESS - CONSUMER**

CHAPTER	BUSINESS				CONSUMER				TOTALS
	DADE	BROWARD	PALM BCH	SUBTOTAL	DADE	BROWARD	PALM BCH	SUBTOTAL	
7	228	133	187	548	9268	7175	5786	22229	22777
11	105	86	57	248	6	9	9	24	272
12	0	0	1	1	0	0	0	0	1
13	5	3	28	36	5338	2500	1251	9089	9125
<b>TOTAL *</b>	338	222	273	833	14612	9684	7046	31342	32175

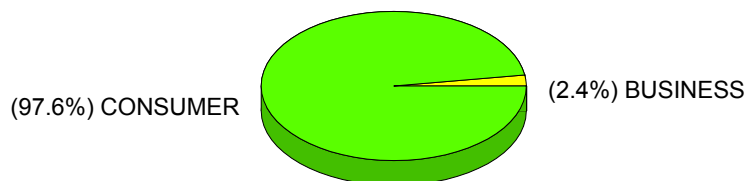
\* TOTALS DO NOT INCLUDE SECTION 304 CASES

**COMPARISON OF BANKRUPTCY CASE FILINGS  
BUSINESS / CONSUMER**

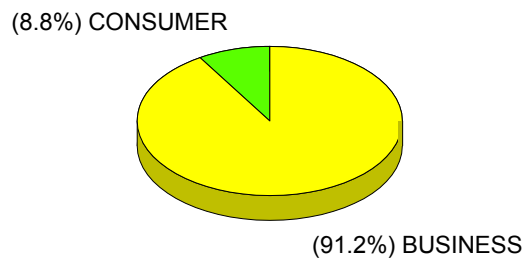


## 2002 COMPARISON OF BANKRUPTCY CASE FILINGS CHAPTER / BUSINESS - CONSUMER

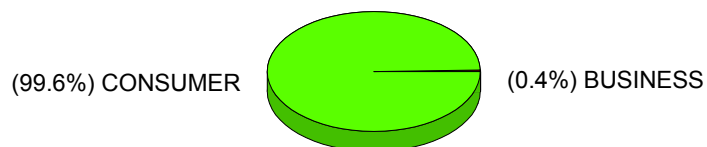
### COMPARISON OF CHAPTER 7 BANKRUPTCY CASE FILINGS BUSINESS / CONSUMER



### COMPARISON OF CHAPTER 11 BANKRUPTCY CASE FILINGS BUSINESS / CONSUMER



### COMPARISON OF CHAPTER 13 BANKRUPTCY CASE FILINGS BUSINESS / CONSUMER





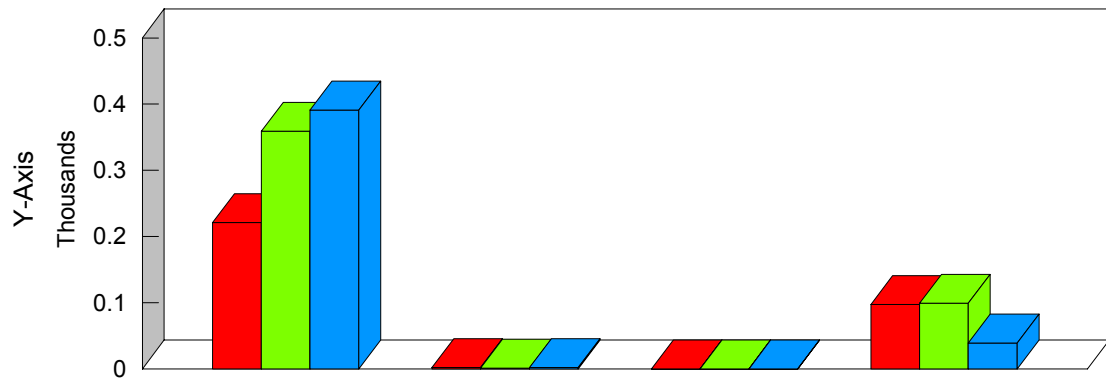
**2002 CASE FILING SUMMARY  
BY CONSUMER/BUSINESS - COUNTY/CHAPTER**

<b>CONSUMER</b>						
<b>COUNTY</b>	<b>7</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>304</b>	<b>TOTAL</b>
DADE	9,076	6	0	5,304	1	14,387
MONROE	192	0	0	34	0	226
<b>Division Sub-Total</b>	9,268	6	0	5,338	1	14,613
BROWARD	7,175	9	0	2,500	0	9,684
<b>Division Sub-Total</b>	7,175	9	0	2,500	0	9,684
HIGHLANDS	220	2	0	28	0	250
INDIAN RIVER	339	1	0	40	0	380
MARTIN	356	0	0	54	0	410
OKEECHOBEE	114	0	0	40	0	154
PALM BEACH	3,933	6	0	825	0	4,764
ST LUCIE	824	0	0	264	0	1,088
<b>Division Sub-Total</b>	5,786	9	0	1,251	0	7,046
<b>SUB-TOTAL</b>	22,229	24	0	9,089	1	31,343

<b>BUSINESS</b>						
<b>COUNTY</b>	<b>7</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>304</b>	<b>TOTAL</b>
DADE	221	105	0	5	1	332
MONROE	7	0	0	0	0	7
<b>Division Sub-Total</b>	228	105	0	5	1	339
BROWARD	133	86	0	3	0	222
<b>Division Sub-Total</b>	133	86	0	3	0	222
HIGHLANDS	2	0	0	2	0	4
INDIAN RIVER	10	4	0	2	0	16
MARTIN	13	1	0	0	0	14
OKEECHOBEE	2	3	0	3	0	8
PALM BEACH	137	43	0	13	3	196
ST LUCIE	23	6	1	8	0	38
<b>Division Sub-Total</b>	187	57	1	28	3	276
<b>SUB-TOTAL</b>	548	248	1	36	4	837

<b>CASE FILING SUMMARY BY COUNTY</b>						
<b>COUNTY</b>	<b>7</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>304</b>	<b>TOTAL</b>
DADE	9,297	111	0	5,309	2	14,719
MONROE	199	0	0	34	0	233
<b>Division Sub-Total</b>	9,496	111	0	5,343	2	14,952
BROWARD	7,308	95	0	2,503	0	9,906
<b>Division Sub-Total</b>	7,308	95	0	2,503	0	9,906
HIGHLANDS	222	2	0	30	0	254
INDIAN RIVER	349	5	0	42	0	396
MARTIN	369	1	0	54	0	424
OKEECHOBEE	116	3	0	43	0	162
PALM BEACH	4,070	49	0	838	3	4,960
ST LUCIE	847	6	1	272	0	1,126
<b>Division Sub-Total</b>	5,973	66	1	1,279	3	7,322
<b>GRAND TOTAL</b>	22,777	272	1	9,125	5	32,180

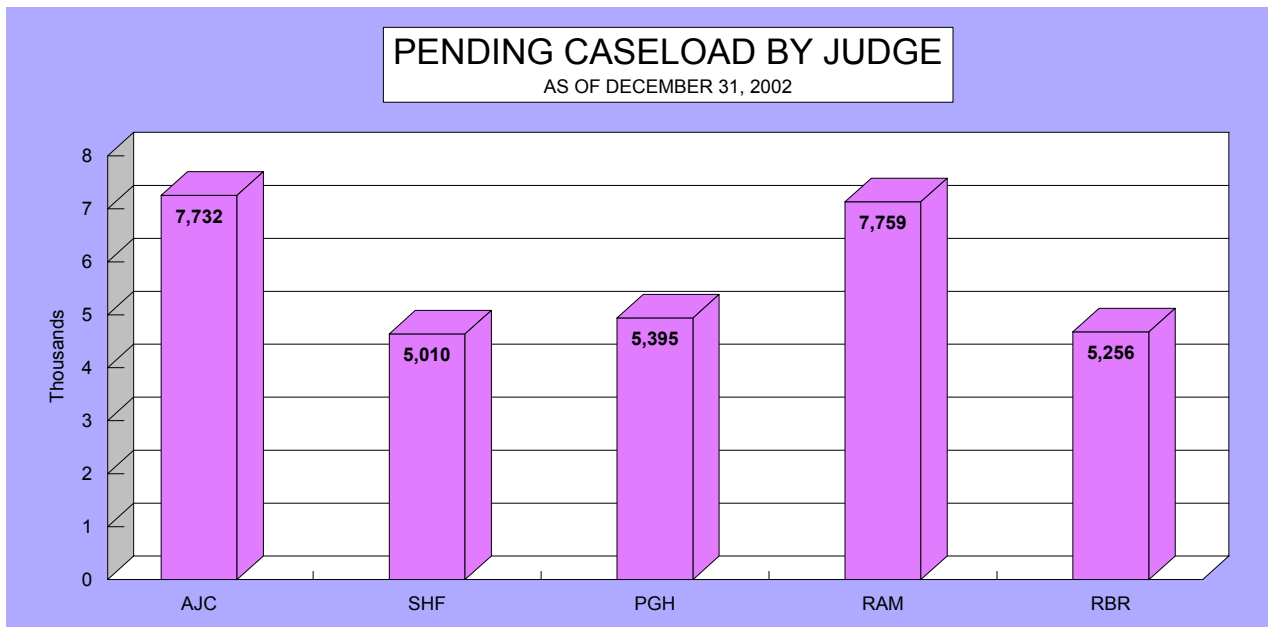
## 2002 COMPARISON OF PRO SE BANKRUPTCY CASE FILINGS BY DIVISION / CHAPTER



X-Axis	7	11	12	13
Dade	221	2	0	97
Broward	359	1	0	99
Palm Beach	391	2	0	39

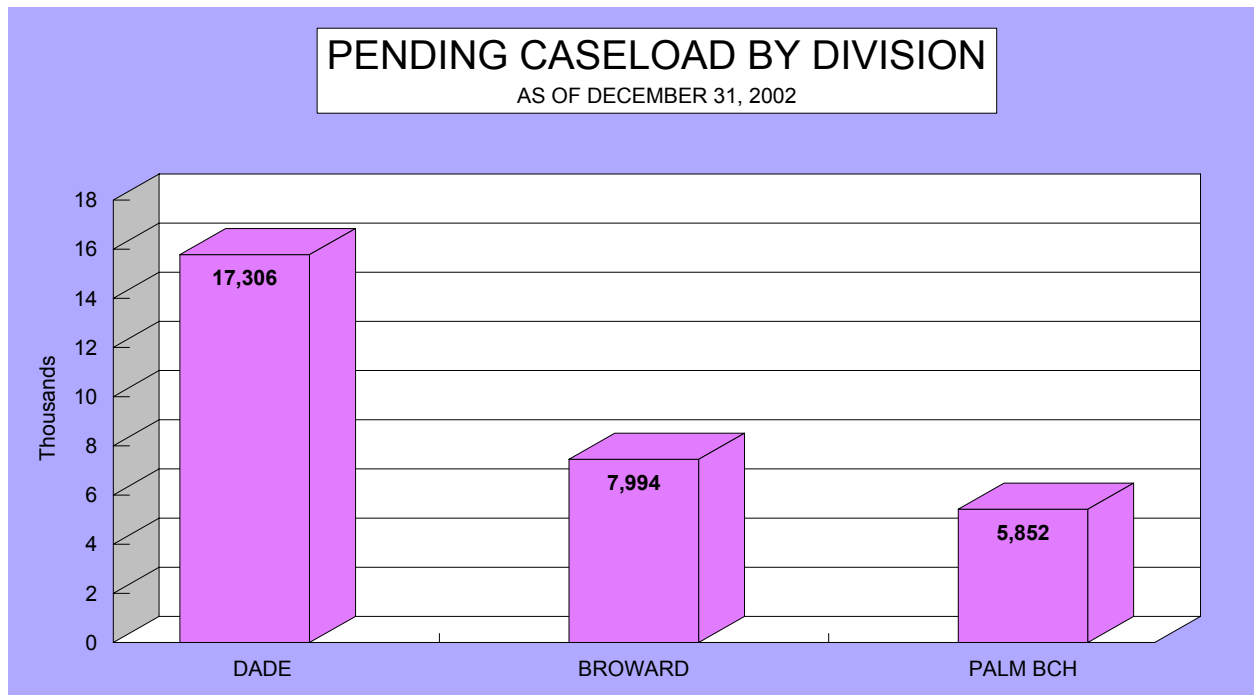
**PENDING CASELOAD BY JUDGE/CHAPTER  
PERIOD ENDING 12/31/02**

JUDGES	CHAPTERS				CASES		% OF TOTAL PENDING
	7	11	12	13	304	ACT	
AJC	2,206	83	1	5,440	2		7,732 24.8
SHF	2,223	43	1	2,738	5		5,010 16.1
PGH	2,085	109	0	3,201	0		5,395 17.3
RAM	2,202	126	0	5,427	4		7,759 24.9
RBR	2,007	87	0	3,162	0		5,256 16.9
<b>TOTAL PENDING</b>	<b>10,723</b>	<b>448</b>	<b>2</b>	<b>19,968</b>	<b>11</b>	<b>0</b>	<b>31,152</b>



**PENDING CASELOAD BY JUDGE/DIVISION  
PERIOD ENDING 12/31/02**

JUDGES	COUNTY			TOTAL
	DADE	BROWARD	PALM BCH	
AJC	7,726	4	2	7,732
SHF	3	2	5,005	5,010
PGH	924	3,641	830	5,395
RAM	7,744	0	15	7,759
RBR	909	4,347	0	5,256
<b>TOTAL PENDING</b>	<b>17,306</b>	<b>7,994</b>	<b>5,852</b>	<b>31,152</b>
<b>% OF PENDING BY DIVISION</b>	<b>55.5</b>	<b>25.7</b>	<b>18.8</b>	



## 2002 MONTHLY COMPARISON BY DIVISION ADVERSARY FILINGS

	DADE	BROWARD	PALM BCH	TOTAL
JAN	30	35	25	90
FEB	117	24	33	174
MAR	45	26	57	128
APR	43	34	14	91
MAY	34	42	21	97
JUN	33	24	28	85
JUL	75	25	37	137
AUG	41	30	29	100
SEP	46	81	39	166
OCT	58	30	50	138
NOV	78	31	21	130
DEC	83	61	30	174
TOTALS:	683	443	384	1,510

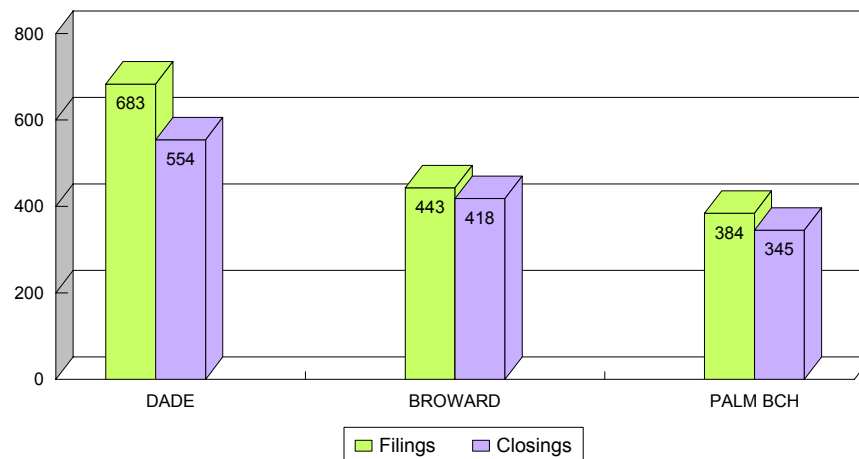
% OF FILINGS                      45.2                      29.4                      25.4

## ADVERSARY CLOSINGS

	DADE	BROWARD	PALM BCH	TOTAL
JAN	25	35	16	76
FEB	28	23	44	95
MAR	56	32	48	136
APR	35	30	23	88
MAY	52	35	20	107
JUN	74	35	20	129
JUL	59	41	33	133
AUG	34	40	24	98
SEP	39	37	28	104
OCT	56	39	28	123
NOV	46	20	33	99
DEC	50	51	28	129
TOTALS:	554	418	345	1,317

% OF FILINGS                      42.1                      31.7                      26.2

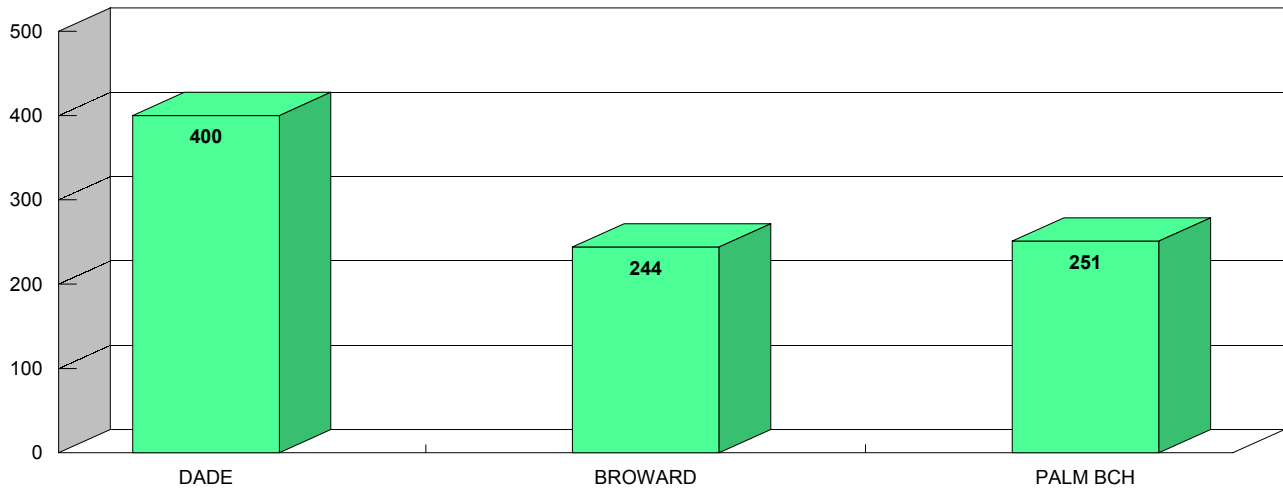
## COMPARISON BY DIVISION ADVERSARY FILINGS/CLOSINGS



**PENDING ADVERSARY CASELOAD BY JUDGE / DIVISION  
PERIOD ENDING 12/31/02**

	DADE	BROWARD	PALM BCH	TOTAL	% OF PENDING
<b>AJC</b>	106	1	0	107	12.0
<b>SHF</b>	1	0	156	157	17.5
<b>PGH</b>	2	72	95	169	18.9
<b>RAM</b>	290	0	0	290	32.4
<b>RBR</b>	1	171	0	172	19.2
<b>TOTAL PENDING</b>	400	244	251	895	

**COMPARISON OF PENDING ADVERSARY CASELOAD  
BY DIVISION**

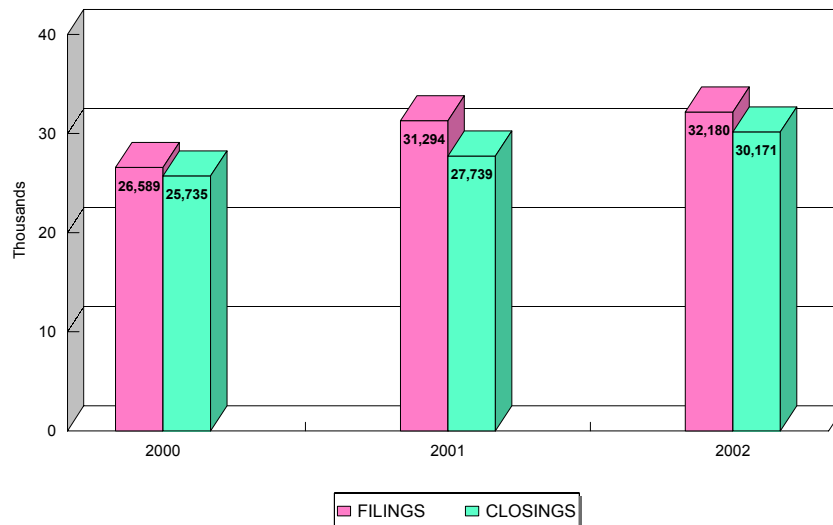


## THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS/CLOSINGS

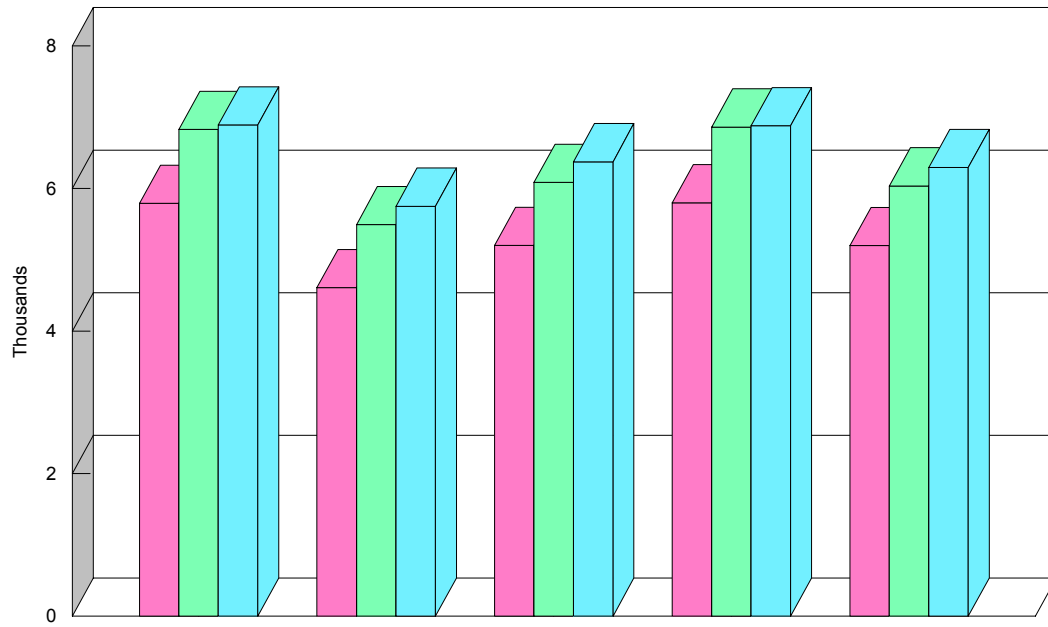
MONTH	FILINGS		
	2000	2001	2002
JAN	1,837	2,044	2,356
FEB	2,020	2,083	2,259
MAR	2,521	3,059	2,657
APR	2,128	2,984	2,883
MAY	2,529	3,090	2,940
JUN	2,419	2,742	2,662
JUL	2,152	2,606	2,711
AUG	2,298	2,722	2,922
SEP	2,133	2,245	2,639
OCT	2,248	2,748	3,000
NOV	2,127	2,559	2,566
DEC	2,177	2,412	2,585
TOTALS	26,589	31,294	32,180
% OF CHANGE		17.7	2.8

MONTH	CLOSINGS		
	2000	2001	2002
JAN	2,029	2,362	2,625
FEB	1,987	1,585	2,415
MAR	2,371	2,601	2,125
APR	1,754	1,488	2,258
MAY	2,226	1,869	2,528
JUN	2,167	2,310	1,954
JUL	1,997	2,817	3,338
AUG	2,254	2,979	2,619
SEP	2,333	2,271	2,263
OCT	2,143	2,726	2,743
NOV	1,535	2,327	2,407
DEC	2,939	2,404	2,896
TOTALS	25,735	27,739	30,171
% OF CHANGE		7.8	8.8

### THREE YEAR COMPARISON FILINGS/CLOSINGS



## THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY JUDGE



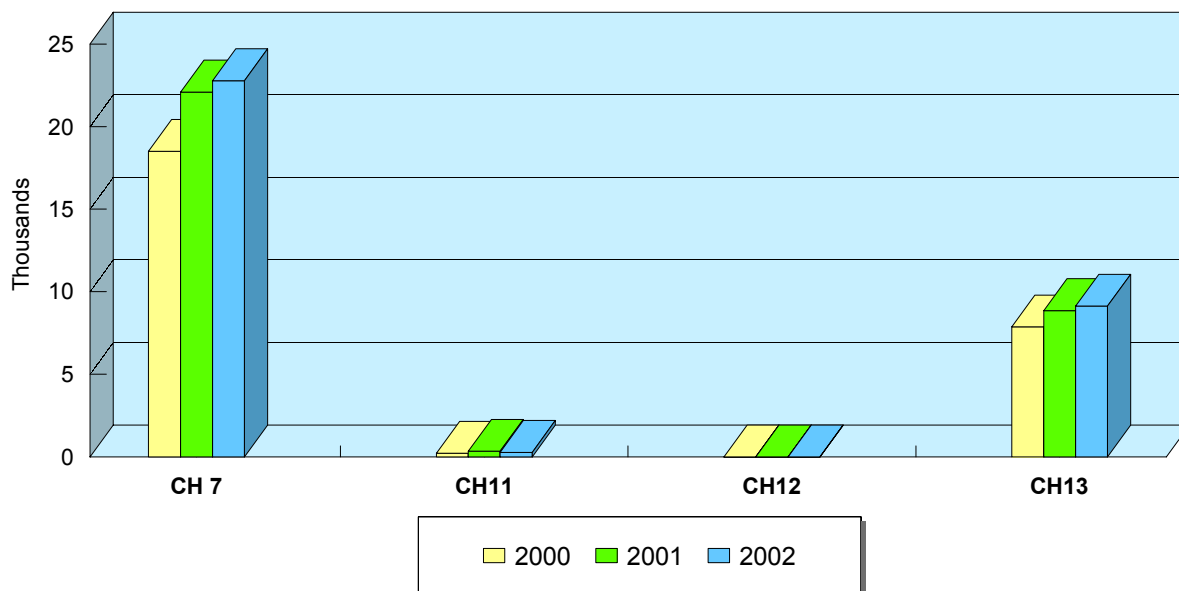
	AJC	SHF	PGH	RAM	RBR
2000	5,789	4,607	5,199	5,798	5,196
2001	6827	5491	6084	6859	6033
2002	6889	5749	6372	6877	6293



## THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY CHAPTER

	2000	2001	2002
CH 7	18497	22094	22777
% OF CHANGE		19.4	3.1
CH 11	221	340	272
% OF CHANGE		53.8	-20.0
CH 12	0	0	1
% OF CHANGE		0.0	0.0
CH 13	7867	8858	9125
% OF CHANGE		12.6	3.0

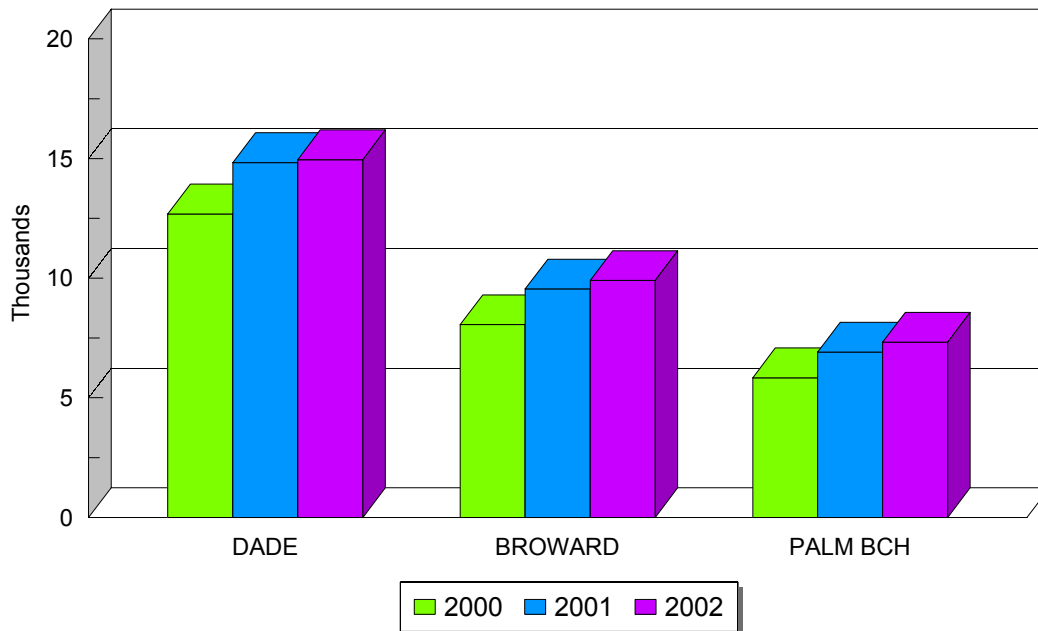
## THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY CHAPTER



### THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY DIVISION

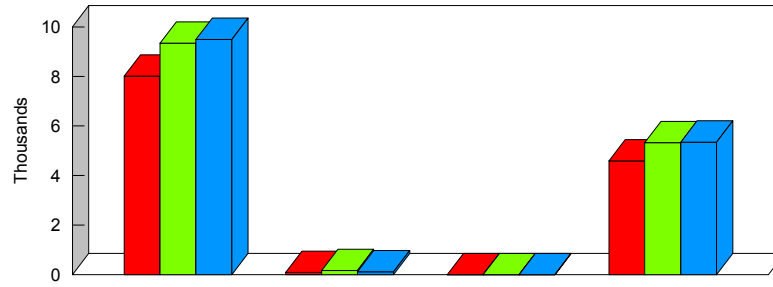
	2000	2001	2002
DADE	12,688	14,832	14,953
% OF CHANGE		16.9	0.8
BROWARD	8,063	9,551	9,905
% OF CHANGE		18.5	3.7
PALM BCH	5,838	6,911	7,322
% OF CHANGE		18.4	5.9

### THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY DIVISION



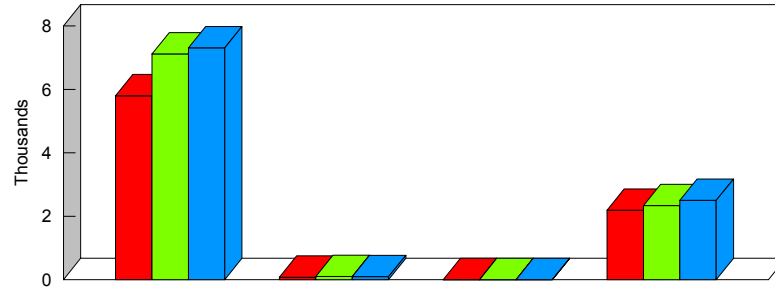
# THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS DIVISION / CHAPTER

## DADE



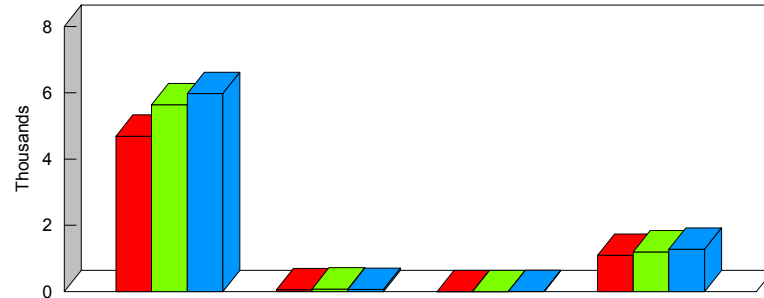
X-Axis	7	11	12	13
2000	8012	88	0	4586
2001	9341	165	0	5324
2002	9494	111	0	5346

## BROWARD



X-Axis	7	11	12	13
2000	5798	78	0	2186
2001	7116	99	0	2336
2002	7308	95	0	2502

## PALM BEACH



X-Axis	7	11	12	13
2000	4687	55	0	1095
2001	5637	76	0	1198
2002	5975	66	1	1277

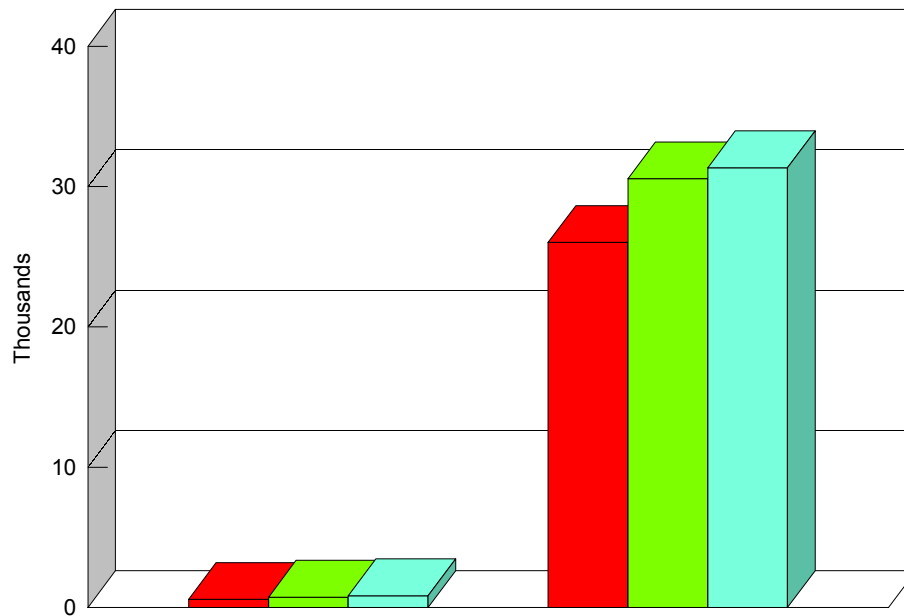
### THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BY CHAPTER/ BUSINESS - CONSUMER

CHAPTER	BUSINESS			CONSUMER		
	2000	2001	2002	2000	2001	2002
7	375	417	548	18122	21677	22229
11	193	314	248	28	26	24
12	0	0	1	0	0	0
13	2	4	36	7865	8854	9089
<b>TOTAL</b>	<b>570</b>	<b>735</b>	<b>833</b>	<b>26015</b>	<b>30557</b>	<b>31342</b>

% OF CHANGE      28.9                      13.3                                      17.5                      2.6

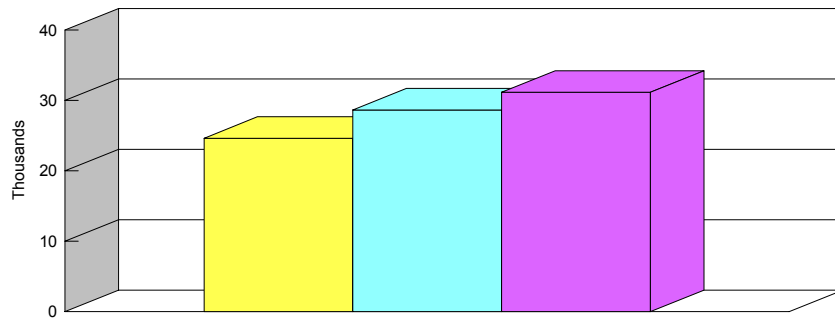
\* TOTALS DO NOT INCLUDE SECTION 304 CASES.

### THREE YEAR COMPARISON OF BANKRUPTCY CASE FILINGS BUSINESS / CONSUMER



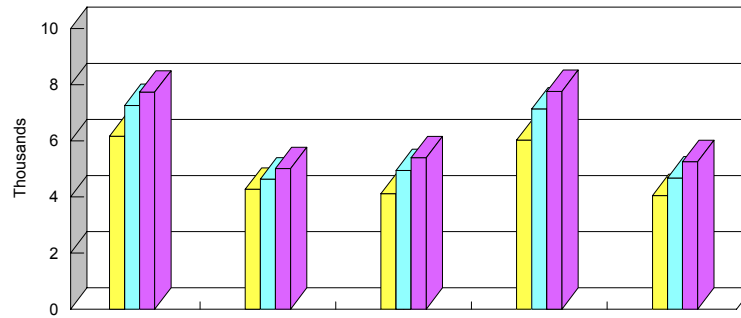
■ 2000	<b>570</b>	<b>26015</b>
■ 2001	<b>735</b>	<b>30557</b>
■ 2002	<b>833</b>	<b>31342</b>

### THREE YEAR COMPARISON OF PENDING CASELOAD



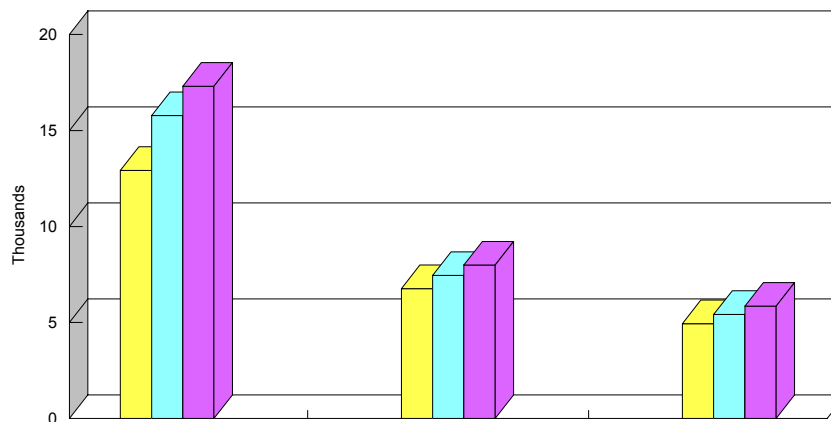
2000	24625
2001	28649
2002	31152

### THREE YEAR COMPARISON OF PENDING CASELOAD BY JUDGE



	AJC	SHF	PGH	RAM	RBR
2000	6,160	4,275	4,116	6,026	4,048
2001	7,258	4,638	4,940	7,135	4,678
2002	7,732	5,010	5,395	7,759	5,256

### THREE YEAR COMPARISON OF PENDING CASELOAD BY DIVISION



	DADE	BROWARD	PALM BCH
2000	12,925	6,759	4,941
2001	15,779	7,450	5,420
2002	17,306	7,994	5,852

## THREE YEAR COMPARISON OF ADVERSARY FILINGS/CLOSINGS

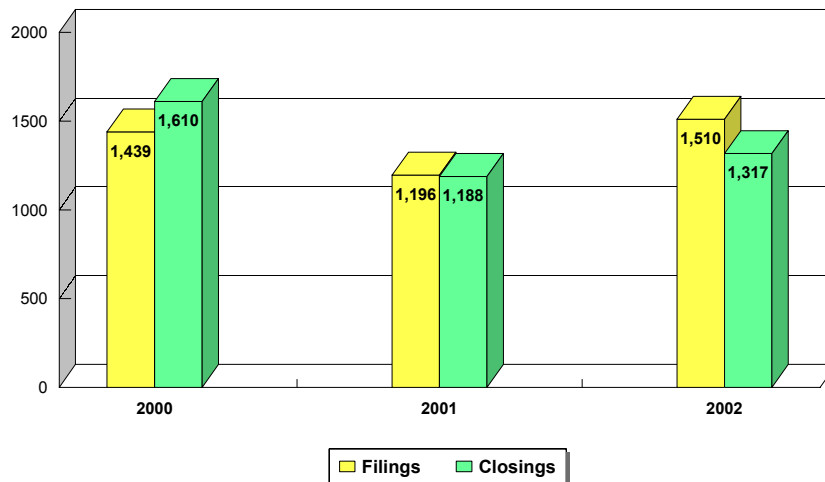
### FILINGS

MONTH	2000	2001	2002
JAN	103	90	90
FEB	192	103	174
MAR	109	115	128
APR	76	62	91
MAY	127	72	97
JUN	142	78	85
JUL	176	93	137
AUG	169	128	100
SEP	113	110	166
OCT	80	133	138
NOV	82	102	130
DEC	70	110	174
<b>TOTALS</b>	<b>1,439</b>	<b>1,196</b>	<b>1,510</b>
<b>% OF CHANGE</b>		<b>-16.9</b>	<b>26.3</b>

### CLOSINGS

MONTH	200	2001	2002
JAN	125	154	76
FEB	140	111	95
MAR	142	70	136
APR	136	105	88
MAY	151	82	107
JUN	105	76	129
JUL	120	76	133
AUG	189	132	98
SEP	99	52	104
OCT	183	132	123
NOV	93	85	99
DEC	127	113	129
<b>TOTALS</b>	<b>1,610</b>	<b>1,188</b>	<b>1,317</b>
<b>% OF CHANGE</b>		<b>-26.2</b>	<b>10.9</b>

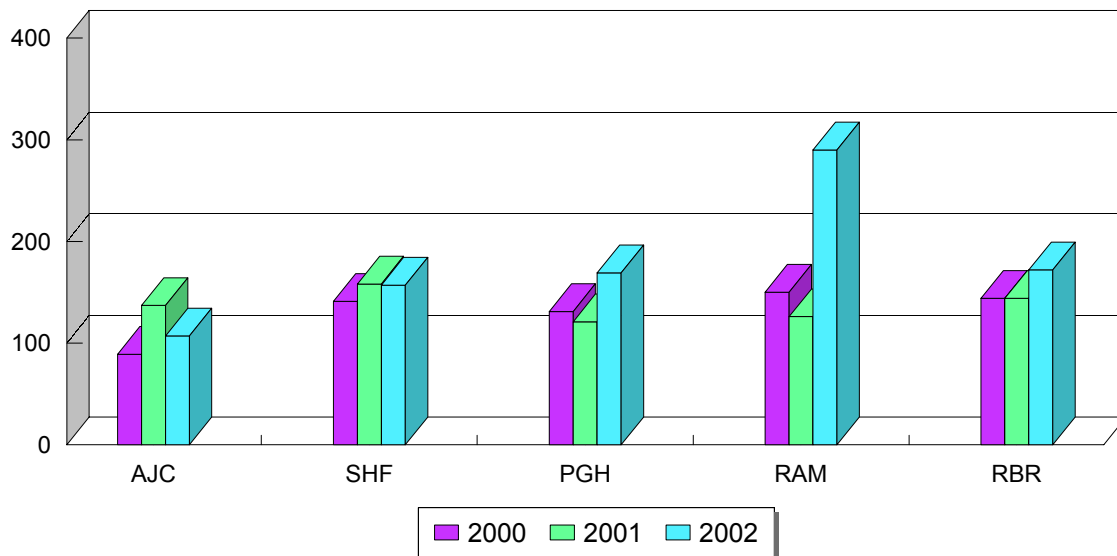
## THREE YEAR COMPARISON OF ADVERSARY FILINGS / CLOSINGS



## THREE YEAR COMPARISON OF PENDING ADVERSARY CASELOAD

	2000	2001	2002
AJC	89	137	107
SHF	141	158	157
PGH	131	121	169
RAM	150	126	290
RBR	144	144	172
<b>TOTAL</b>	<b>655</b>	<b>686</b>	<b>895</b>
<b>% OF CHANGE</b>		4.7	30.5

## THREE YEAR COMPARISON OF PENDING ADVERSARY CASELOAD



# THREE YEAR COMPARISON OF NOTICE OF APPEAL FILINGS

YEAR	2000	2001	2002
TOTAL FILED	85	66	108

